

Scoping Team Meeting Check Sheet

(Page 1 of 4)

Purpose

The Scoping team meeting is the initial inter-disciplinary team milestone. The Scoping allows all project participants to define the elements comprising the project, the working budget, and the schedule for designing and developing the project. Purposes of Scoping include defining and refining the preliminary project scope developed during programming, confirming that the estimated advertisement date is attainable, and confirming that the initial construction cost estimate is accurate.

Project Team Attendees

✓	Project Team Attendee	✓	Project Team Attendee
	Project Manager		District Construction Engineer
	Location & Design		District Engineer for Asset Management
	Environmental		Resident Engineer
	Structure & Bridge		Programming
	Mobility Management		Scheduling & Contract
	Right of Way & Utilities		Local Financial Assistance
	Materials		FHWA
	Transportation & Mobility Planning		Locality
	Public Affairs		Utility Owners
	District Traffic Engineer		VDRPT

Project Manager Responsibilities

- Review project and solicit information relative to project programming history to establish potential project team membership.
- Ensure plans, USGS maps, aerials or other support data to identify project area are distributed to appropriate team members.
- Develop initial scope, schedule, and budget items.
- Plan, lead and facilitate Scoping Team Meeting.
- Record Scoping team meeting minutes to include baseline documentation of scope, schedule, and budget and distribute to the project team.
- Review and outline all task completions and deliverables necessary for next milestone.
- Ensure local support for project via letter from staff or resolution by elected officials.
- Secure approval of project scope documentation.

Project Deliverables and Responsibility Matrix

● Responsible ✓ Participates □ Notified

✓	Deliverable	L&D	ENV	MAT	S&B	MM & TE	RW/ UTL	S&C	RE	ASSET MGT
	Scope, Schedule and Budget	●	●	●	●	●	●	●	●	●
	SERP	✓	●		✓				✓	

Updated 3/5/04

Scoping Team Meeting Check Sheet

(Page 2 of 4)

Meeting Activities

✓	Activity	Activity Lead
	Review Traffic Data.	Trans. & Mobility Planning
	Discuss/review project area.	Project Manager
	Review SERP and proposed environmental permits and issues.	Environmental
	Discuss discipline items/requirement that can affect project Scope and agree on project Scope.	Project Manager
	Discuss/review project Schedule and requirements to meet ad date and identify project items that determine the projects critical path by adding risk to meeting ad date.	Project Manager
	Discuss and evaluate all identified project threats and opportunities	Project Manager
	Discuss/review project Budget and Funding.	Project Manager
	Discuss and establish Route Survey limits.	Location & Design
	Discuss/review need for noise study.	Environmental
	Discuss/address constructability issues including construction access items.	Scheduling and Contract
	Discuss and review need for storm water management and identify conceptual locations for key storm water management items.	Location and Design
	Discuss/address maintenance issues.	Asset Management
	Discuss/review locality issues, special designs/standards.	Resident Engineer/Local Financial Assistance
	Discuss/review other stakeholder issues.	Project Manager
	Review existing and proposed land use, zoning and property impacts.	Trans. & Mobility Planning, Location and Design, Environmental, and Right of Way/Utilities
	Discuss community outreach & communications needs	Public Affairs

Meeting Outputs

- Scoping Report to include
 - Project extent/limits and type of improvements; project Scope, which should include
 - Project Purpose and Need
 - Conceptual typical section
 - Consideration of alternatives
 - Project Schedule with identified critical project tasks that have potential to jeopardize the project ad date.
 - Project budget (estimate).
 - Evaluation of all identified project threats and opportunities.
 - Documentation of external stakeholder issues and project team response.
- Plan and schedule for completion of deliverables necessary for next project milestone.
- Preliminary Community Outreach / Communications Plan (i.e. public meetings, broadcast, newsletter, etc).

Updated 3/5/04

Scoping Team Meeting Check Sheet

(Page 3 of 4)

Project Team Responsibilities

L&D	<ul style="list-style-type: none">• Provide input regarding: schedule; PE, R/W, and construction cost; and assessment of roadway and hydraulic related project needs.• Develop considerations of project constructability.• Identify survey needs.
ENV	<ul style="list-style-type: none">• Provide input regarding: schedule; PE, R/W, and construction cost; and assessment of environmental considerations (EQ-101).• SERP<ul style="list-style-type: none">• Complete State Environmental Review Process (SERP)• Review project and collect environmental data to be used for initiating environmental document.
MAT	<ul style="list-style-type: none">• Provide input regarding: schedule; PE, R/W, and construction cost; and assessment of materials related project needs.
S&B	<ul style="list-style-type: none">• Provide input regarding: schedule; PE, R/W, and construction cost; and assessment of structure and bridge related project needs.
MM & TE	<ul style="list-style-type: none">• Provide input regarding: schedule; PE, R/W, and construction cost, and assessment of traffic engineering and ITS related project needs.
RW/ UTL	<ul style="list-style-type: none">• Provide input regarding: schedule; PE, R/W, and construction cost; and assessment of right of way and utility related project needs.
S&C	<ul style="list-style-type: none">• Provide input regarding schedule, construction cost and construction related project needs.
PUBLIC AFFAIRS	<ul style="list-style-type: none">• Identify audiences and outreach methods• Develop outreach/communications plan• Identify resource needs• Develop budget

Scoping Team Meeting Check Sheet

(Page 4 of 4)

Project Team Responsibilities (cont'd.)

S T A K E H O L D E R S	<p>Input should be provided by all other project stakeholders. For example, but not limited to:</p> <p><u>Programming Division</u></p> <ul style="list-style-type: none">• Provide VDOT, City or Town project data and information obtained during project programming phase. <p><u>Asset Management</u></p> <ul style="list-style-type: none">• Provide input regarding future maintenance issues with project.• Identify and present any previously existing field problems, such as, drainage problems and critical/problem slopes along project route. <p><u>Transportation & Mobility Planning</u></p> <ul style="list-style-type: none">• Provide Traffic forecasts.• Provide input regarding schedule, construction cost, and transportation related issues on the project.• Provide data/information on project from programming phase, such as MPO and issues relative to non-attainment areas and issues other than non attainment.. <p><u>Resident Engineer/Local Assistance</u></p> <ul style="list-style-type: none">• Provide input regarding regional, municipal and other local issues.• Develop and provide interface and coordination with local jurisdictions for project team (some local groups may not be identified as project team members but there input should be coordinated through the Resident Engineer). <p><u>Special Interest Groups</u></p> <ul style="list-style-type: none">• Some projects may have the need for special interest group involvement at the discretion of the Project Manager; these groups should come to meeting prepared to present their needs relative to the project (i.e. railroad, national park service, airport, etc). <p><u>Utility Owners</u></p> <ul style="list-style-type: none">• Some projects may warrant the involvement of a utility owner depending on the total utility impact on scope, schedule and cost. Involvement is at the discretion of the Project Manager in conjunction with input from RW/Utilities Division. <p><u>VDRPT</u></p> <ul style="list-style-type: none">• All projects involving railroads shall utilize the VDRPT representative as the principal liaison for coordination of all issues involving railroads.
--	--